

# Fundraising Event

## PLANNING CHECKLIST



### SIX MONTHS OUT (OR MORE)

- Define Purpose and Goals
- Delegate Tasks
- Define Target Audience
- Estimate Attendance
- Set a Budget
- Set Cost Per Ticket
- Find and Book a Venue
- Communicate Details Internally and Externally
- Recruit Corporate Sponsorships
- Select a Theme
- Determine Branding
- Book Any Security
- Book Vendors and Entertainment

### TWO WEEKS OUT

- Organize Vendor Payments
- Confirm RSVPs
- Finalize Plans (and Backup Plans)
- Plan Final Vendor Communications
- Print Guest List and Name Tags
- Finalize Seating
- Plan Clean Up

### THE DAY BEFORE

- Set Up
- Do a Practice Run
- Confirm All Details
- Double-check Weather

### THREE MONTHS OUT

- Plan Parking
- Don't Forget Bathroom Facilities
- Create a Plan B
- Order Flowers
- Plan the Menu
- Advertise
- Set Up Online Registration
- Verify Attendees
- Personally Invite Major Donors
- Touch Base with Speaker/Entertainment
- Schedule Volunteers

### EVENT DAY

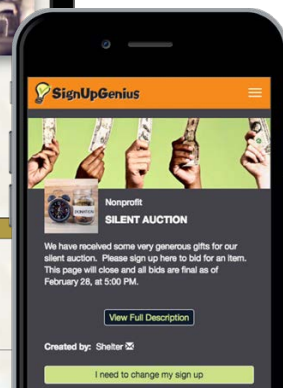
- Finish Set Up
- Communicate with all Staff, Volunteers and Vendors
- Set Out Parking Signs
- Complete a Volunteer Check
- Settle Up Final Payments
- Give a Warm Welcome

### AFTER THE EVENT

- Write Thank You Notes
- Complete a Full Analysis

### ONE MONTH OUT

- Confirm Agenda
- Send Invitations
- Create a Playlist (If Needed)
- Confirm Sponsorships



Coordinate vendors, communicate with volunteers and collect registration payments with SignUpGenius.